

August 26, 2005

WEST VIRGINIA BULLETIN NO: WV330-5-5

SUBJECT: FY 2005 Progress Data

Purpose: Information needed for FY 2005 End of Year Report

Expiration Date: September 30, 2005

FO: Action due by: September 8, 2005

AO: Action due by: September 9, 2005

At the end of the fiscal year West Virginia is required to report our progress on the goals we established with the NHQ. A problem is that PRS may not be capturing all information reported. To evaluate this possibility, a spreadsheet has been developed which will allow the state office to analyze this problem. There are five (5) goaled items that are in question.

By COB of September 8, 2005, District Conservationists are to enter progress for their offices in an Excel file located on the state office shared (S) drive under Operations Management. The Assistant State Conservationist – Field Operations, for the area, will review the data for accuracy and send (e-mail) a letter to the State Conservationist verifying the data by September 9, 2005. This information will be used for the year-end report due to the national office on September 15, 2005.

Include the progress that has been reported in PRS to date and any accomplishments that you expect to be completed by the end of the FY, for these five (5) goaled items. Be as accurate as possible. This information may be checked during spot checks.

The path for the file is S:\Operations Management\2005 Paper Trail. Click on the file for your area. Each field office within that area has a labeled worksheet. The worksheets are listed in alphabetical order. If your office isn't at the beginning of the alphabet you may need to use the arrow to locate your worksheet. Click on your office tab to open the worksheet for your office. Enter the requested data in the yellow cells; **entering data anywhere else may corrupt the formulas.**

Definitions for the progress items are in the "FY 2005-2006 Field, State, and National Performance Business Definitions Performance Results System (PRS)." This document is located on the PRS Webpage.

Contact Peg Reese at (304) 284-7547 if you have any questions.

/s/

RONALD L. HILLIARD  
State Conservationist

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